



DATE: _____

PURPOSE:

_____ Personal

_____ Publication

SCANNING ORDER

NAME _____
(Please Print)

ADDRESS _____

City _____ State _____ Zip _____

PHONE () - _____

Order Taken by: _____

Completed by: _____

Pickup () Date picked up _____

Mail () Date mailed _____

Order Form Copy: Patron Fiscal Tracking

RG/Series	Photo #	Box #	Folder #	Description	Number of Pages	Amount \$.50 per image

Subtotal \$ _____

Postage and Handling: \$ _____

Please check appropriate format

Cost of CD @ \$ 2.50 each: \$ _____

Resolution: () 150 () 300

File Type: () JPEG () TIFF () PDF

Amount Due: \$ _____

Payment: () Cash () Charge () Check # _____

Total Paid: \$ _____

Publication requests must be submitted to the Director, Delaware Public Archives, 121 Martin Luther King Blvd North, Dover, Delaware 19901. A copy of our "Intent to Publish" form may be found at: <http://archives.delaware.gov/forms.shtml>.

The Delaware Public Archives does not have a publication fee, but does require a copy of the publication upon release.

The credit line must read: Delaware Public Archives, Dover, Delaware.

NOTICE

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copy order if, in its judgment, fulfillment of the order would involve violation of copyright law.